

SECTION 8. TRAINING

8-1 AGENT'S TRAINING

8-1.1 New Agent's Training

8-1.1.1 Oath of Office

The Oath of Office is administered to new employees reporting for new Agents' training by the Assistant Director, Training Division, or a designated representative of the Training Division at the FBI Academy.

8-1.1.2 Indoctrination (See MAOP, Part 1, 2-4.)

When newly appointed Special Agents (SA) report to the FBI Academy, they are administered the Oath of Office. A representative of the Security Countermeasures Program will afford them an introductory security awareness briefing covering the hostile threat to the United States and the notification requirements pertaining to employee marriages to non-Bureau persons, unofficial foreign travel and unofficial contacts with foreign nationals from specified hostile countries. Thereafter, the SA trainees will execute all necessary forms incidental to entry on duty. The trainees undergo a rigorous training program of at least 83 training days. Trainees attend classes from 7:45 a.m. until 5 p.m., Monday through Friday, with routine evening and weekend training classes. New Special Agents are initially indoctrinated in a comprehensive New Agents' training course with counselors providing guidance and observation of the trainees' progress.

8-1.1.3 Scope and Nature of New Agent's Training Program

The New Agent's Training Program generally consists of four parts: classroom instruction, defensive tactics and physical training, firearms training, and practical applications. Each trainee is carefully observed and evaluated during the program. Failure to demonstrate the competencies required of a Special Agent trainee will result in dismissal. The minimum passing grade on each of the academic examinations is 85 percent.

8-1.1.4 Outright Disqualifying Conditions

- (1) Two failures on the same subject matter.
- (2) Two outright failures.
- (3) Deleted.
- (4) Failure to demonstrate proficiency in defensive tactics.
- (5) Failure to attain a passing score on all qualifying firearms courses.
- (6) Deleted.
- (7) Deleted.
- (8) Deleted.

8-1.2 Probationary Agent Program (PAP)

8-1.2.1 Program Intent and Objectives (See MAOP, Part I, 5-4.3.)

New Special Agent trainees, upon successful completion of training school, continue in a probationary status for a full two years (one year for trainees appointed before December, 1994) from the date they enter on duty. See MAOP, Part I, 21-1. The program is designed to:

- (1) Provide the Probationary Agent (PA) a comprehensive job-related curriculum to be completed in training sessions throughout the probationary period,
- (2) To provide the PA a comprehensive range of core criminal investigative skill experiences in preparation for future complex specialized assignments,
- (3) To evaluate the PA's training and job performance and provide remediation where necessary, and
- (4) To appraise the PA's performance and complete the Special Agent Selection process.
- (5) Deleted

8-1.2.2 Program Administration

Although the SAC is responsible for the overall supervision of the program and is to personally approve the final selection of each new Special Agent, the squad supervisor has first-line responsibility for program implementation. Each office will designate an experienced Special Agent as the Probationary Agent Training Coordinator who will be responsible to maintain program manuals, resource materials, training curriculum and to coordinate the training sessions. Each office will also designate several mature, experienced and highly successful Special Agents to serve in the role of Field Training Agent. These Agents are to work with the PA and provide guidance and instruction in the application of investigative techniques as well as informal critiques of the PA's performance and written work product. The PA will maintain a "training log" to assist program administration.

8-1.2.3 Program Actions (See MAOP, Part 1, 5-4.3, 21-7 (6); 2, 1-1.4 (2), & 1-3.13.3.)

- (1) Newly arrived PAs should be greeted personally by the SAC or, in SAC's absence, the ASAC, in which case the SAC is to meet the PA at the first opportunity.
- (2) During the first 40 workdays in the new office of assignment, after routine orientation the PA is to be assigned to work full time, for 20 full workdays, with a Field Training Agent and/or other experienced, successful Agents on "interview-intensive" matters.
- (3) The job-related curriculum, as well as the core criminal investigative skill experiences as outlined in the program manual, should be completed during the probationary period. At a minimum, skill experiences 1-9 should be completed during the probationary year and the balance before the end of the second year.
- (4) File reviews with PAs are recommended every 30 days but must be conducted at least every 60 days. See program manual for additional details regarding documentation. A PA's first annual Performance Appraisal Report (PAR) is to be issued upon his/her completion of the first year on

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

duty; the PA's second annual PAR is to be issued upon his/her completion of their second year on duty. Complete narrative summaries, including specific examples of the PA's accomplishments and deficiencies, are to be included for each critical element rated at the Does Not Meet Expectations rating level in the first and second annual PARs. Subsequent annual PARs are issued in accordance with established Performance Appraisal System policy. (See MAOP, Part 1, 5-4.3.)

(5) Prior to leaving the FBI Academy, the PA will be issued a training log which will contain a checklist of the required core skill experiences and the training topics. At the end of the probationary period, after completion of the experiences, curriculum and appraisal, the original of the log is to be maintained in the field office PAP control file for two years. (In the event the PA is serving a one-year probationary period, and the experiences are not completed within the one-year period, filing of the log should be done upon completion but no later than the end of the PA's second year.)

8-1.2.4 Public Relations and News Media Matters

New Special Agents assigned to a field office may, in certain circumstances, be contacted directly by aggressive members of the news media. In order for them to be fully prepared for such contacts, each SAC shall ensure that all new Agents in that division have a working knowledge of the rules and regulations governing public relations and news media matters as set forth in Part II, Section 5, of this manual. They should also be familiarized with any individual policies of the SAC regarding such matters.

8-1.2.5 Assignment of Probationary Agents (See MAOP, Part I, 5-4.3.)

(1) Although the SAC has full flexibility in the assignment of the PA, the PA's assignment must allow availability and opportunity for participation in the core skill experiences and training sessions. The assignment must also allow the availability of a Field Training Agent or other competent, experienced Special Agent to work with and should provide supervisory continuity for proper training administration, appraisal, and selection. Periodic squad rotations should not be necessary.

(2) During the probationary period, new Special Agent Accountants (SAA) should receive a well-rounded range of core criminal investigative skill experiences through their full participation in the PAP. Upon successful completion of their probationary period, new SAAs should receive assignments which fully develop and utilize their investigative and accounting expertise.

8-1.3 Agent's Field Training Program

8-1.3.1 Testifying in Court

(1) All Agents must be afforded an opportunity to testify in Federal court, before a Federal grand jury, or at a U.S. Magistrate's hearing.

(2) SACs may grant any Special Agent, regardless of years of service, approval to attend trials in Federal court whenever it is determined to be of benefit to the overall development of their testifying skills. Preference should be given to Federal trials involving FBI cases.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

(3) SAC is to determine whether an Agent made a satisfactory witness on Agent's first appearance in Federal court. Record in Agent's personnel file:

(a) Facts as to what kind of a witness he/she made

(b) The title of the case

8-1.3.2 Agent's Annual General Conference (See Legal Attache Manual, Part 1, 2-12.1.)

(1) A conference of Agents is to be held annually during working hours. (The Senior Resident Agent or a designated Agent may represent the resident agencies at these conferences.) If the technology is available, these conferences may be videotaped and/or video conferenced for the convenience of the resident agencies and for the personnel unable to attend.

(2) SAC is to hold other conferences of all personnel whenever circumstances dictate.

(3) Agents are to be advised of important matters on a current basis at squad conferences (or office conferences in small offices) and at such gatherings as firearms sessions, etc. (See MAOP, Part 2, 8-2.2.)

(4) At the conference, recent SAC memoranda, policy changes, and legal and ethical problems are to be discussed. The role of the Shooting Incident Review Group (SIRG), Criminal Investigative Division (CID), and the Office of the General Counsel, in shooting investigations must be discussed as part of the curriculum, so that Agents can better understand and appreciate the complexities involved in such investigations. Additionally, all Agents should be introduced to and familiarized with Bureau shooting incident guidelines as set forth in MIOG, Part 2, 12-11.1 through 12-11.9. (Items regarding Equal Employment Opportunity as contained in Part 1, 4-7.1, of this manual are to be reiterated.) Matters in Phase 2 of Security Awareness Program (See *Security Policy Manual*, Policies, Security Awareness.) A presentation from the divisional Employee Assistance Program (EAP) Coordinator or Regional EAP Program Manager, on the EAP, including availability and accessibility of EAP resources for FBI employees and family members, program confidentiality, and other psychological services provided by the Employee Assistance Unit, Administrative Services Division, must be included as part of the conference. Other subjects for discussion are to be solicited from the Agents in advance of the conference. Wherever practical, the seminar approach should be utilized. (See MAOP, Part 2, 8-2.2; MIOG, Part 1, 261-2 (2).)

(5) Deleted

(6) The SAC personally must direct the conference, except whenever FBIHQ otherwise directs.

(7) Documentation (handwritten or otherwise) of meetings should be maintained in the appropriate administrative file.

(8) Deleted

(9) Deleted

8-1.3.3 Deleted

SENSITIVE

8-1.4 Training at a Non-Government/Government Facility (See MAOP, Part 1, 22-2.1 (3).)

On occasion an employee may receive training with prior Bureau approval and at the Bureau's expense. Such training, usually arranged under the Government Employees' Training Act (GETA), must be related directly to the FBI's mission, i.e., the FBI's Strategic Plan, and requires him/her to first sign an agreement to remain in the service a specified length of time following completion of the training. His/Her voluntary departure before completing this agreed period of service obligates him/her to repay the costs of the training. If the employee receives salary covering the training period, he/she will serve in the FBI three times the length of the training period. If the employee receives no salary during the training period, he/she will agree to serve the FBI for a period equal to the length of training, but in no case less than one month. Under certain circumstances, the length of the continued service agreement may not be determined by the above schedules but may be otherwise established. Should an employee be unable to attend the training session, which was approved by the GETA, the employee is responsible for notifying the GETA Program Manager, Training Division, of his/her inability to attend scheduled training so that the FBI can obtain a refund.

8-1.5 Deleted**8-1.6 In-Service Training - FBI Academy****8-1.6.1 Purpose**

The primary purpose of the FBI in-service program is to help furnish all Bureau employees with the necessary skills, attitudes, and knowledge to enable them to perform their job professionally, economically, effectively, and efficiently.

8-1.6.2 In-Service Schedule (Formerly 8-1.6.3)

(1) Each year, the Training and Development Division (TDD) sends a training survey to the FBIHQ divisions, requesting a comprehensive list of all Bureau in-service training for state, local, or international law enforcement that each division wishes to sponsor. Based upon the available travel funding and dormitory and classroom space at the FBI Academy, the TDD uses the results of the survey to formulate the annual training schedule. Each training class that has been scheduled is the responsibility of an employee of the sponsoring division, the class coordinator. The training schedule is available on the Quantico Student Information System (QGIS), under "Advanced Professional Training Catalog."

(2) Approximately 90 days prior to the start of each class scheduled, the class coordinator will receive an e-mail from the Training Services Unit (TSU), TDD, with detailed information, including the class name, the travel authorization number, the number of slots available for paid travel and accommodations, the travel dates, the class code for In-Service Training and Registration (ITAR) use, and other pertinent information. Each class coordinator receiving the e-mail must respond within two weeks to either confirm the accuracy of the data or request that changes be made.

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

(3) As soon as possible after the receipt of the e-mail, each class coordinator should send out an electronic communication to the appropriate field offices and/or FBIHQ divisions to notify them of the details of the upcoming class and training slots available to each.

8-1.6.3 ITAR Policy: Requesting In-Service Training

All FBI personnel requesting attendance at an in-service training class must complete a self-nomination form (FD-878), or their supervisor can submit a supervisory nomination form (FD-879). These forms must be submitted to the designated training personnel within each office or division, who must then enter the information into the ITAR system. All students must be entered into ITAR regardless of the type of in-service training. This includes all executive training, management and non-management training and basic in-services.

(1) The office or division management must take appropriate action to approve or disapprove the training request such as holding a career board, if required by policy, to make a selection. The specific action taken by management must then be entered into ITAR. All of this must be completed prior to close of business on the Tuesday of the week preceding the class start date. If requests/applications and the approval or disapproval of those requests are not entered into the ITAR system, the division or office will be precluded from participation in the in-service training.

(2) Additionally, all non-FBI students, e.g. Joint Terrorism Task Force students, must also be registered in ITAR. The class coordinator and/or sponsoring field office must ensure all non-FBI students are registered in ITAR. In accordance with current security regulations, non-FBI students will not be permitted access to the FBI Academy unless they are properly registered for a training class.

(3) If an FBI or non-FBI student arrives at the FBI Academy and is not registered for a specific class, the student will be instructed to return to his/her field office. A letter will be sent to the SAC advising of the unapproved arrival of the student and Training and Development Division (TDD) will not reimburse the student for expenses incurred as a result of the unauthorized travel.

(4) Exceptions to the above policy will only be granted if approval is received from the Assistant Director or the Deputy Assistant Director of TDD.

(5) All students should make their travel arrangements to coincide with bus transportation scheduled from Washington Reagan National Airport. The bus schedules are provided to all training technicians in each field office via e-mail. In accordance with current policy, TDD will not reimburse students for rental cars or shuttle service.

(6) General information regarding scheduled in-services and bus schedules can be obtained by calling the in-service hot line at (703) 632-3083.

(7) The designated class coordinator will make selections and create the class roster from the list of students approved by management as shown on ITAR. The class coordinator will also notify the divisions of the attending students.

(8) All lodging assignments at the FBI Academy are made by TDD using the ITAR records as a source. Therefore, if a potential student is not registered through ITAR, no lodging arrangements will be made.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

- (9) Each class coordinator is responsible for making sure all potential students are entered into ITAR. By COB Tuesday, six days before the start of the class, each class coordinator must make selections on ITAR of those students who will be attending and transfer the information from the ITAR to the Quantico Student Information System (QGIS). Each class coordinator must also ensure that all non-FBI attendees and instructors or counselors are entered into ITAR before transferring the information to QGIS.
- (10) Class coordinators are locked out of ITAR and unable to make any changes after COB Tuesday of the week before the class, and no lodging changes will be accepted after this date.
- (11) The class coordinator is also responsible for advising all students of any changes in the schedule, such as cancellations, and ensuring all students badges are returned at the conclusion of their class.
- (12) The class coordinators are responsible for providing a final attendance roster to TSU to ensure students are graduated and received credit in BPMS.
- (13) Each student is responsible for checking with their field office/division's training technician or training coordinator to see if they were selected for training prior to traveling to Quantico. Only students on the approved Quantico training roster will be allowed to attend training. Confirmation from the class coordinator is not a guarantee that you have been selected and approved in to QGIS which is the official record. Training technicians and training coordinators can check ITAR to determine if a student has been selected for training. As previously stated, students arriving at Quantico who are not on the approved list will be instructed to return to their respective field office.

8-1.6.4 Selection of Attendees (Formerly 8-1.6.2)

- (1) Field offices and FBIHQ divisions that have personnel attending in-service training are not required to submit any paperwork to the Class Coordinator of the training, although some may ask for additional information from offices wishing to send students to the class. The In-Service Training and Registration (ITAR) System will be the mechanism to register for the class.
- (2) The designated Class Coordinator will make selections and create the class roster from the list of students approved by management as shown on the ITAR System. The Class Coordinator will also make appropriate notifications back to the divisions. The Class Coordinators should ensure that all students, instructors, and counselors are selected for input on the ITAR System and the information is transferred into the Quantico Student Information System at least six calendar days prior to the start of the class.

8-1.6.5 Lodging at the FBI Academy

- (1) All lodging assignments at the FBI Academy will be made by the Training Division using the ITAR records as a source. Any additional information or changes to the roster after the Class Coordinator has submitted it via ITAR should be E-mailed to the Academy Lodging E-Mail Account.
- (2) Lodging assignments for Bureau personnel can be obtained by running the report "Quantico Lodging Assignments of Your Division" which is available on QGIS the Thursday and Friday of the week immediately preceding the start of the week in question.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

8-1.6.6 In-Service Curriculum (Formerly 8-1.6.4)

In-service training is highlighted by coordinated planning and implementation of training programs designed to meet our critical priorities. Input is solicited on an annual basis from each field office relative to the in-service programs most needed by the field. In-services will be scheduled on the basis of FBIHQ priorities, as well as the needs of our field divisions.

8-1.6.7 In-Service Control File (Formerly 8-1.6.5)

Each office will maintain a file to serve as a repository for all communications pertaining to in-service training. This file should include such items as the FD-878 and FD-879 forms submitted by office personnel, and the reply to any in-service surveys sent out by FBIHQ divisions.

8-2 SUPPORT PERSONNEL

8-2.1 Deleted

8-2.2 Support Personnel Conferences (See Legal Attache Manual, Part 1, 2-12.3; Correspondence Guide - Field, 1-2.)

- (1) At FBIHQ - All divisions are required to hold annual conferences for all employees to be refreshed on policy and other changes. Items regarding Equal Employment Opportunity as contained in Part 1, 4-7.1, of this manual, are to be reiterated. The larger divisions are permitted at their discretion to conduct such conferences on a sectional or unit basis where the number of employees in the division warrants such to ensure maximum benefit to the employees.
- (2) In field offices - (See MAOP, Part 2, 8-1.3.2 (4); MIOG, Part 1, 261-2; National Foreign Intelligence Program Manual, Part 1, 8-1.1.)
 - (a) Held annually and supervised by SAC; ASAC to attend if in headquarters city.
 - (b) Program to be prepared in advance and based on suggestions made by both support personnel and Agents and discussion handled by them. In all conferences, items regarding Equal Employment Opportunity as contained in Part 1, 4-7.1, of this manual, are to be covered. Wherever practical the seminar approach should be utilized.
 - (c) Matters in Phase 2 of Security Awareness Program (See *Security Policy Manual*, Policies, Security Awareness.)
 - (d) A presentation from the divisional Employee Assistance Program (EAP) Coordinator or Regional EAP Program Manager, on the EAP, including availability and accessibility of EAP resources for FBI employees and family members, program confidentiality, and other psychological services provided by the Employee Assistance Unit, Administrative Services Division, must be included as part of the conference.
 - (e) Longhand notes to be taken but are not graded.
 - (f) Suggestions made to be handled as those made during Agents' annual conferences.
 - (g) The program, containing a handwritten notation that it was held, is to be filed administratively.

SENSITIVE

8-2.3 Training for Foreign Assignment

See Part I, 11-15, of this manual for information concerning this training.

8-2.4 Training for Certified Public Accountants (CPA) Support Personnel

The following criteria is set forth concerning the reimbursement of CPA review courses for support personnel.

- (1) Employees must be assigned to Auditor, GS-510 Accountant, or Financial Analyst positions. Employees must be a GS-9 or higher, have been at the GS-9 level at least one year, and have been in position at least one year. Employee must also possess a four-year undergraduate accounting degree.
- (2) Deleted
- (3) Before the Bureau will reimburse an employee for a CPA review course, all parts of the review course and 90 percent of assigned homework must be satisfactorily completed. Travel costs will not be reimbursed.
- (4) Eligible employees desiring to participate in this program must prepare an SF-182 "Request of Training" and submit same to the Training Office at least 30 days prior to training commencement date. Upon completion of the course, the employee should submit receipts showing payment of tuition, and a grade slip or statement from the instructor showing the course was successfully completed. No reimbursement for training costs will be made for employee failing to successfully complete the course unless the course is discontinued for official purposes.
- (5) Deleted

8-3 FIELD POLICE TRAINING PROGRAM

8-3.1 Purpose

The Field Police Training Program (FPTP) serves as the foundation for the FBI's Comprehensive Law Enforcement Training Program. The goal of this program is to improve the investigative, managerial, technical, and administrative capabilities of local, county, and state law enforcement and other criminal justice personnel by providing, upon request, education and training programs in local, state, and regional facilities throughout the United States by qualified FBI police instructors. The specific objective of the FPTP is as follows:

- (1) Contingent upon field office expertise, instructor availability, and budgetary constraints, provide training assistance to improve the investigative, management, technical, and administrative skills of local, county, and state law enforcement and other criminal justice personnel.
- (2) To create and maintain the requisite conditions to facilitate cooperation between FBI and local agencies in areas of mutual concern and interest.
- (3) Through the training, technical assistance, and liaison process, improve the effectiveness of FBI field investigative operations.

8-3.2 Policy

(1) The Bureau will provide training assistance for duly constituted state, county, and local criminal justice agencies based on either assessment of agency training needs or relevancy to division investigative programs and provide training assistance to only those agencies who lack instructional expertise. Training assistance should be limited to those areas in which the FBI has the required expertise and personnel qualified to provide assistance. Field office efforts should concentrate on courses designed to "train the trainer." This is of particular importance in such labor-intensive areas as firearms and defensive tactics.

As a general rule, instructional and technical assistance should be distributed throughout the field office territory and not localized or limited to a few agencies. SAC or his/her designee is expected to participate in local, county, state, and regional training associations, advisory boards, etc.

(2) Police training commitments may be solicited on a conservative basis; however, no law enforcement executive should be given the impression they must schedule training schools and utilize FBI assistance.

(3) A record of schools conducted should be recorded on the automated PTS (Police Training System) and a paper copy for each school should be maintained in appropriate field office file.

(4) The primary thrust of FBI police training activities should be to provide training assistance for full-time local, county, and state police officers. Therefore, specific prior FBIHQ approval must be obtained before scheduling EXTENSIVE training assistance for part-time criminal justice groups or for other federal agencies. Your communication requesting approval to conduct extensive training for these agencies should be directed to FBIHQ, Attention: Training Division, and should set forth full justification as to how such training will benefit the criminal justice community. Communication should be directed to the Bureau UACB. Specific FBIHQ approval is not required to furnish a short, one-time presentation such as "Jurisdiction of the FBI" before a part-time criminal justice group or other federal agency. Discretion must be used in committing police training resources to such activity.

(5) As a general policy, the Bureau cooperates with colleges and universities in police training if the training is conducted in cooperation with law enforcement, attendance is restricted to regular law enforcement personnel, and no actual tuition, other than nominal fees for registration, supplies, room and board, is charged. You may receive requests for police training assistance at these institutions which do not conform to our general policy. If you believe it would be in the best interest of law enforcement for the Bureau to participate, submit full justification and recommendations to FBIHQ, Attention: Training Division, for review prior to making any commitment. FBI instructional resources should be allocated only to criminal justice-related matters. This training policy does not restrict nor apply to appearances at colleges and universities which are speeches or purely academic and educational endeavors; however, such activities will not be charged to police training under the Time Utilization Recordkeeping System.

(6) Attendance at police schools should be limited to individuals connected with duly constituted local, county, or state criminal justice organizations. The number in attendance should be sufficient to justify the time of Bureau instructors. Police schools in which Bureau personnel participate must

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

have nondiscriminatory enrollment policies and training practices insofar as race, sex, color, and national origin are concerned.

(7) The Bureau does not participate in schools charging fees or tuition except in instances in which nominal charges are necessary for room, board, supplies and custodial services.

(8) Only qualified personnel are to be utilized instructors in this program. All qualified instructors may teach general subjects; however, additional training is required to teach the specialty areas such as firearms, fingerprints, laboratory, photography, etc. Agents assigned to highly confidential duties, particularly in the security field, should not be used in police schools. Agents in a probationary status should not be used as police instructors without FBIHQ approval. If feasible, the maximum use of all qualified instructors is advocated in lieu of a selected few personnel. This provides for the greatest amount of contact with local police establishments.

It is the SAC's responsibility to ensure that developmental opportunities are provided for both incumbent and aspiring field instructors. This would include the participation of employees in FBI Academy courses as well as external training sessions. The SAC should ensure that supervisors support the FPTP by allowing instructors to participate in the program.

(9) Only approved firearms instructors will instruct firearms courses for law enforcement agencies. Any range utilized will be fully inspected by the instructor to ensure that it meets Bureau-specified safety standards. Under no circumstances will an unsafe range be utilized for training.

(10) Instruction on legal matters will be conducted by Bureau-approved legal instructors only.

(11) SAC is responsible for implementing measures to ensure the quality of instruction is maintained. This would include the periodic auditing of instructors by the SAC or his/her designee. Appropriate instructions regarding these periodic audits should be recorded in appropriate field office file. To remain a qualified FBI instructor, an individual must participate in the FPTP. If an individual does not instruct a class during a 12-month period, he/she will no longer be authorized by the sponsoring FBIHQ division to participate in the program. However, individuals may requalify by application to the National Academy Unit, Training Division. (See (13) below.)

(12) All requests for FBIHQ instructional assistance in field training programs should be forwarded to Training Division. Detailed justification is to be included in request. Any division from FBIHQ conducting a field police training school must submit a communication to the Training Division, National Academy Unit, Attention: Field Police Training Program, and to the attention of the Training Coordinator in the field office territory to which they are traveling. (See (15) below.)

(13) The SAC or ASAC should audit presentations made by instructors at the annual Agent's conference, annual support personnel conferences, and similar meetings. Results of audits should be made the subject of an electronic communication (EC) for assistance in preparing performance appraisals. ECs should include pertinent suggestions or constructive criticisms made, and SAC should follow through and ensure any recommendations have been carried out. Subsequent audits should show extent of progress made. At a minimum instructors who normally handle lecture assignments should be audited on an annual basis at least. If not possible to audit a particular instructor during appraisal period, special effort should be made to audit the instructor during the next appraisal period. (See (11) above.)

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

(14) Deleted

(15) INSTRUCTOR LOAN PROGRAM - All requests for instructional assistance from another field office must be approved by Training Division. Field offices in need of a particular expertise may request a neighboring office to provide an instructor to conduct such training. Quantico will pay the expenses of travel. The Travel Advance and Payment Unit has been advised that this practice will be utilized on a limited basis and only when offices receive requests that cannot be met due to lack of expertise. The field office requesting the instructor must submit a communication to Training Division, National Academy Unit, Attention: Field Police Training Program, to get a travel request number for entry on travel documents and to authorize such travel. The communication must include: dates of school, title of school, instructor's name, stated approval of both SACs, and an estimate of the costs. A copy of the voucher submitted by the instructor must be sent to the attention of the FFTP manager at Quantico as soon as possible after the travel is completed. (See (12) above.)

(16) MASTER POLICE INSTRUCTOR - At the end of each Fiscal Year nominations should be sent in to the FFTP manager at Quantico for Master Police Instructor. The Master Police Instructor designation is designed to recognize these instructors who have significantly contributed to the FFTP. These contributions include innovative teaching methods, special activities and instructional programs, and materials developed and/or successfully used by the instructor.

ELIGIBILITY REQUIREMENTS

- (a) Must have been an instructor for seven years and participated in the FFTP each of those years.
- (b) Must have taught at least 60 hours a year in the FFTP during the last three years.
- (c) Must have more than one instructor specialty.
- (d) Must have received high evaluations by the Police Training Coordinator on classroom presentations and be recommended by the SAC.
- (e) Must meet the yearly training required of employees.
- (f) Must develop a training program and/or instructional materials for the FFTP.
- (g) Must be assigned to the field office submitting the nomination. The staff at the FBI Academy should not be recognized in this program as they are recognized by their status as instructors at the Academy.
- (h) Must be an active FBI employee at the time of his/her nomination who presently meets or has met the above eligibility requirements.

8-3.3 In-Service Extension Program for Police Instructors

Any Agent who is an instructor may, upon request, be considered for this program. The program is designed to allow Agents who are active instructors and who are otherwise at Quantico attending an in-service class, seminar or assessment session to extend their stay at the FBI Academy for the purpose of conducting research, preparing lesson plans or creating training aids which will be available for use by FBI instructors.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

- (1) The application for participation in this program must contain a detailed description of the proposed project including the number of days needed, the resources to be used at Quantico and the amount of work that has already been performed toward completing the project. In addition, the application must be approved by the Police Training Coordinator and the SAC prior to submission and it must be submitted well in advance of any projected travel to Quantico.
- (2) Training Division will review the plan and, if judged to be feasible and worthwhile, will assign a faculty advisor who will communicate with the instructor for purposes of planning the project.
- (3) After approval by Training Division, the instructor will be allowed to reside at the FBI Academy for a specific number of days during which the Academy's resources will be available to complete the project. Priorities will be given to the most active instructors and to those projects which have the widest potential utilization in the Field Police Training Program.
- (4) Inquiries or applications should be directed to the attention of the National Academy Unit, Training Division.

8-3.4 Publicity and Press Coverage

- (1) Each SAC is encouraged to issue press releases concerning schools in which the FBI participates. These releases should be made jointly with the sponsoring law enforcement official or officials. FBIHQ has no objection to the taking of news or feature pictures before and after closed sessions of police schools, but press representatives should not be present during a police school. The SAC and appropriate officials of the host agency should have a firm understanding in advance of the school that outsiders, including press representatives, will not be admitted to the school. No Bureau employee should try to evict anyone from a classroom in which the school is conducted.
- (2) Forward to FBIHQ, Attention: Training Division, newspaper clippings relating to police schools in which the Bureau participates when there is some unusual feature about the publicity. Newspaper clippings relative to such schools shall be filed in the pertinent school files. These clippings may be destroyed after a period of two years.
- (3) The SAC, or his/her representative, should be present at the graduation ceremonies for police schools in which the FBI participates.

8-3.5 Files on Police Schools

- (1) Individual files on police schools shall be maintained under name of police departments unless school is sponsored by a state or regional academy or criminal justice planning agency in which case files under appropriate title shall be maintained.
- (2) Comprehensive lesson plans for subject matter taught at schools shall be maintained in a field office resource library for accessibility to the instructors' corps. The training technician in each field office should ensure that material in the resource library remains current by periodic trips to outside resources for research purposes.
- (3) Routine correspondence relative to police schools may be destroyed after a period of five years. (See MAOP, Part II, 2-4.5.11.)

SENSITIVE

8-3.6 Police School Statistics

The following rules are set forth concerning the compilation of statistics for police training schools:

- (1) Any one group of police officers afforded training in an organized school is to be counted as one school.
- (2) If one group of police officers is given training in an afternoon session, and a second group in an evening session, these groups are to be counted as two schools, even though the same subject matter is presented to both groups. In other words, a school is a group of officers organized and instructed for a designated period.
- (3) A school which begins in any given month is to be considered as a school for that month. If it continues into a second month, it is not counted as a separate school, since to do so would inflate the annual statistics.
- (4) If more than one FBI instructor is utilized during the same period, as in a team teaching situation, the number of hours of training received by the class should be counted rather than the number of hours expended by the FBI personnel conducting the class.
- (5) Count participation in a police school in those instances in which any one or all of the following services are provided:
 - (a) FBI instructors
 - (b) Visual aids or other training aids
 - (c) Consultation in preparing a program in which FBI provided neither instructors nor training aids.
- (6) Teleconference downlinks will be counted in a separate category for reporting purposes. They will not be counted in the final total for schools at the end of the year.
- (7) Schools conducted internationally by certified FPTP instructors may be entered into the Police Training System (PTS) database.

8-4 ADVANCED SPECIALIZED TRAINING FOR CRIMINAL JUSTICE PERSONNEL AT THE FBI ACADEMY (NON-FBI NATIONAL ACADEMY)

8-4.1 Selection Criteria

- (1) Training Division's primary mission is to provide educational and training programs to develop the human resources of FBI personnel. In this regard, the FBI Academy is very selective in the scheduling of Academy-based training for the police community. Although it is recognized that SACs require sufficient latitude to address legitimate division liaison priorities, to include geographic distribution of Academy training slots, every effort should be made to select only those local law enforcement personnel who have the requisite background and demonstrated agency need for an FBI Academy training experience.
- (2) Students for the specialized scientific and forensic support schools are selected by FBIHQ from an application system. Selection is based on the date of receipt of the application; geographic distribution; as well as affording consideration to any documented special needs of the requesting department or forensic laboratory. Selection of students for the Gambling Technology Police

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

School is coordinated through the Police Training Coordinator in the respective field offices and does not require the submission of an application.

8-4.2 Certification Requirements

In order to ensure that local law enforcement agencies participating in Academy-based training are in compliance with applicable Federal discriminatory laws, FD-682, Certification of Nondiscrimination, is to be executed by all local, state or county law enforcement agencies whose employees are selected to attend training courses at the FBI Academy. Local law enforcement agencies are to be informed that failure to provide requested certification will preclude their department's participation in Academy-based training programs. The certification form (FD-682) is to be maintained in an appropriate field office file.

8-5 ATTENDANCE OF FBI PERSONNEL AT POLICE CONFERENCES (See MAOP, Part 1, 1-3.1 (4).)

SACs may designate or approve attendance of their Agent personnel at meetings and conferences of FBI National Academy Associates, meetings of Chiefs of Police or Sheriff's associations, and conferences sponsored by state or local law enforcement groups when these events are held within the field office territory. It is expected that good judgment will be exercised in making such assignments, and SAC must coordinate travel to meetings and conferences held outside their field office territory with and obtain approval from the SAC of the office covering territory to be visited. Spouses and families may accompany Bureau personnel to these meetings where no increase in costs to the Government would result and there exists no other factors requiring disapproval. In this regard, an SAC may authorize on a case-by-case basis an Agent's spouse to travel in a Bureau automobile while the Agent is en route to and from a function in which the Agent has an official role, provided the Bureau vehicle is used exclusively as basic transportation to and from the FBI sanctioned function. The foremost consideration in granting such a request should be whether such travel would be considered to be in the best interest of the Government. Among the factors to be considered are length of time of the function and distance to be traveled.

8-6 MOVED TO MIOG, PART 2, 30-1.7

8-7 MOVED TO MIOG, PART 2, 30-2.6

8-8 MOVED TO MIOG, PART 2, 30-3.6

8-9 MOVED TO MIOG, PART 2, 30-3.8 (5)

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

8-9.1 Moved to MIOG, Part 2, 30-3.8 (5)

8-9.2 Moved to MIOG, Part 2, 30-3.5

8-9.3 Moved to MIOG, Part 2, 30-3.8 (5)

8-9.4 Deleted

8-9.5 Deleted

8-9.6 Deleted

8-10 MOVED TO MIOG, PART 2, 30-3.9

8-10.1 Moved to MIOG, Part 2, 30-3.9

8-10.2 Moved to MIOG, Part 2, 30-3.9.1

8-10.3 Moved to MIOG, Part 2, 30-3.9.1

8-10.4 Moved to MIOG, Part 2, 30-3.9.1

8-10.5 Moved to MIOG, Part 2, 30-3.9.1

8-10.6 Moved to MIOG, Part 2, 30-3.9.1

8-11 INTERNATIONAL POLICE TRAINING (IPT)

(1) OLIA has been designated as the FBIHQ coordinating entity for all IPT requests. All IPT requests should be sent to FBIHQ, Attention: IPT Coordinator, OLIA; upon receipt, OLIA will coordinate with the appropriate FBIHQ entity.

(2) All IPT requests should be coordinated, by the requestor, with the respective U.S. Embassy component to ensure that the Embassy interposes no objection to the training. A statement to this effect should be included in the submission of all IPT requests. Additionally, no assurances should be given to the requestor of the training until final approval is obtained from FBIHQ.

8-12 CORE TRAINING

(1) Regardless of the investigative program in which an Agent is working, Agents must possess certain basic and central skills to be successful. Those core areas that transcend investigative programs are interviewing and interrogation, informant/asset development and case management. An Agent is considered to have met the Core Training mandate when he/she has successfully and satisfactorily met the requirements of the Bureau's Probationary Agent Program.

(2) Deleted

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

8-13 CONTINUING EDUCATION PROGRAM FOR FBI EMPLOYEES

- (1) All FBI employees will participate in the Continuing Education Program. Failure to participate may result in a rating of "Does Not Meet Expectations" in the critical element "Acquiring, Applying, and Sharing Job Knowledge" under the FBI Performance Appraisal System (PAS).
- (2) FBI employees must complete no fewer than 15 hours of developmental training or education annually.
- (3) The Continuing Education Program will coincide with the employee's annual performance appraisal period.
- (4) Continuing Education credits will only apply to the rating period in which the training or education was attended. Credits for courses which span PAS periods will apply at either the beginning or conclusion of the course as previously agreed to by both the supervisor and employee. Continuing Education credits earned in excess of the 15-hour minimum will not be applied to subsequent years.
- (5) Any learning opportunities approved under this program must pertain to the furthering of an employee's abilities. This does not include any training or learning opportunities which are mandated by the FBI for all Special Agents and/or support employees to remain current in job skills, proficiencies, qualifications or legal/employment matters.
- (6) Employees may engage in a variety of traditional and nontraditional learning opportunities to meet Continuing Education requirements.
- (7) Employees will be expected to use the most cost-effective learning opportunities to meet Continuing Education requirements.
- (8) Learning opportunities must be related to job performance or career-enhancement and should be consistent with the goals and objectives of the employee's development plan under the PAS to apply toward Continuing Education credits.
- (9) Supervisory approval is required for all learning opportunities to be applied toward Continuing Education credits.
- (10) Consideration for all training requests will be based upon supervisory approval, employee work demands, and financial resources available at the time of the request.
- (11) Employees are not relieved from completing their Continuing Education requirements should their initial request for education or training be denied. Employees must find other learning alternatives which will allow them to meet their Continuing Education requirements for that rating period.
- (12) Employees may be permitted time during regularly scheduled work hours to engage in independent learning opportunities with prior supervisory approval.
- (13) Supervisors should make every effort to allow employees to participate in training opportunities during regularly scheduled work hours to meet developmental and Continuing Education requirements. Failure to encourage professional development through training may result in a rating of "Does Not Meet Expectations" in the critical element "Supervising" under the PAS.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

- (14) Employees may engage in learning and developmental opportunities such as an academic program at a local college or university, at the employee's own expense, and receive continuing education credit for the rating period, with supervisory approval.
- (15) Supervisors may permit employees to adjust normal work schedules in order to participate in learning and developmental opportunities being paid for by the employee. Employees may not attend self-paid developmental opportunities during scheduled work hours. Supervisors may approve the use of flex hours, alternate work schedules, or annual leave for employees attending self-paid developmental opportunities. Work hours may not be modified to complete "homework" assignments.
- (16) The number of continuing education credits to be awarded will be determined by consensus between the employee and supervisor before the employee engages in the learning activity. Where a consensus cannot be reached, the supervisor will establish the number of credits to be awarded.
- (17) Employees participating in an organized educational experience, whether face-to-face or through real-time distance learning delivery, will receive one hour of Continuing Education credit for each hour of employee participation.
- (18) For self-paced learning opportunities which may include books, periodicals or computer-based learning, the number of continuing education credits will be determined by reasonable agreement between the employee and supervisor. In the case of written publications, the number of credits awarded should not exceed 15 hours per publication.
- (19) Employees who complete training which is assigned Continuing Education Units (CEUs) through the International Association for Continuing Education and Training (IACET) will earn credit for Continuing Education hours equal to the assigned CEUs. The IACET standard is one CEU for every 10 contact hours of training (ratio 1:10).
- (20) Employees are responsible for maintaining records supporting the completion of learning activities by completing the Continuing Education Certification Form (FD-932).
- (21) Supervisors are responsible for verifying that completed learning activities have been documented by the employee on the Continuing Education Certification Form (FD-932).
- (22) Each division and field office should maintain a copy of each completed Continuing Education Certification Form (FD-932) in a central repository for recordkeeping purposes.

8-14 REGIONAL TRAINING (See MAOP, Part 2, 6-1 (3).)

Regional Training is defined as a conference or training event that does not take place at the FBI Academy and is Bureau sponsored. Regional Training may take place in Bureau controlled space, or at a non-FBI offsite facility. Employees who complete the training will receive credit for such in their personnel files.

(1) Approval to Hold Regional Training

If a Travel Request (TR) number is to be issued for the attendees of a training event, then the following procedures must be followed to receive approval to hold the event away from the FBI

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

Academy, since it is almost always more cost effective to have the event at the FBI Academy when the majority of participants are on travel status.

(a) The TDD has been mandated to schedule, coordinate, track, and report all training conducted by the FBI and all expenses associated with that training. The TDD has the responsibility of ensuring all conferences, meetings, and training events are held in the most cost efficient manner and in compliance with regulations outlined in the Federal Travel Regulations, Section 301-74. The Training Services Unit (TSU), TDD is the designated point of contact to coordinate approval for Regional Training in Bureau Controlled Space and in non-FBI offsite facilities.

(b) The TDD has identified many logistical issues related to the scheduling and coordination of these events. The TDD will locate a facility, FBI or non-FBI, that will offer the lowest overall cost to the government and provide reasonable and necessary accommodations (meals, lodging, convenience of conference location, adequacy of conference space and equipment for attendees). This will also ensure space at the Academy and other FBI space is fully utilized by scheduling as many events as possible in FBI space.

(c) The requesting division shall submit an EC to TDD, (sample on TDD intranet web site), directing it to the attention of TSU; requesting to sponsor an event; and setting a lead to TDD, TSU, to conduct training. The Event Information Form (available on the TDD intranet web site) is to be submitted as an enclosure to the EC. The requirements for the event are to be set forth in the Event Information Form. A copy of the EC is to be designated for file 1A-HQ-C1301962.

(d) Upon completion of this process, TDD will initiate contract approval with the Operational Support Services contract Unit, Finance Division (FD), to ensure proper procurement and/or policies are followed. After FD approval, TSU will coordinate logistical support requirements with the requesting divisions/Field Office Training Officer (i.e., training technician support, material preparation, student registration) with requesting division.

(2) Scheduling and Registering for Regional Training

(a) The Training Officer of the sponsoring field office or FBIHQ division must schedule the Regional Training into the In-Service Training and Registration (ITAR) system. If a suitable class code is not available, a code should be requested from the TSU. The TSU Program Manager for Scheduling and Registration will ensure the class code is entered into the ITAR system.

(b) All employees requesting attendance to the training must complete an FD-878, or their supervisor must complete an FD-879, and the request must be entered into the ITAR system. The code signifying management approval of the employee to attend must also be entered into ITAR, or the request will not appear on the class roster.

(c) TSU will graduate these employees into the Quantico Student Information System (QSIG) where records will be transferred into the Bureau Personnel Management System (BPMS).

8-15 FBI ACADEMY'S TOUR POLICY

The policy and administrative procedures in set out below are to be used by FBIHQ divisions, field offices, and employees for requesting tours of the FBI Academy buildings and overall training

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

complex, i.e., Hogan's Alley, the ranges, and the Tactical Emergency Vehicle Operation Center (TEVOC). Tours can be categorized as family and group tours, briefings, and VIP tours.

(1) International Delegations

Requests for tours for embassy/international delegations should be coordinated through the Protocol Affairs Unit, International Operations Section, Office of International Operations, FBIHQ,

(2) National Academy Graduates

A new program pertaining to their visits is being developed and guidance will be forthcoming. Direct any questions pertaining to graduates' tours to Strategic Planning and Policy Unit,(SPPU).

(3) First and foremost, it is the intent of the TDD to continue to provide exemplary service to the Department of Justice community, our federal, state and local law enforcement partners, our Marine Corps neighbors, and the public sector. Therefore, forward all requests for tours and briefings in writing to the Tour Office, Public Affairs Officer at the FBI Academy, Quantico, Virginia. The written request must include:

(a) A description of the need for the tour and information briefing

(b) The proposed time and date of the event

(c) The number of attendees

(d) The phone number and address of a single point of contact

(e) Any special requirements associated with the event.

(4) Upon receipt, the Tour Office will check the existing schedule and notify the requester if the tour and/or briefing can be accommodated by the FBI Academy. If the requested tour can be met, the Tour Office will coordinate the scheduling, security, and other administrative details.

(5) The TDD recognizes the high visibility and importance associated with VIP tours and information briefings, but is committed to following proper protocol. Every effort will be made to accommodate the desired tour date and requested participation in briefings and/or instructional events. The TDD recognizes that the FBI Academy's active participation in visitor tours can add value to all parties involved. Further, this joint participation establishes a link to the public sector and epitomizes the FBI Academy worldwide as the nation's premier law enforcement training facility and fosters the American public's trust and confidence in the Federal Bureau of Investigation.

(6) The Tour Office will keep the TDD Assistant Director and Deputy Assistant Director informed about all approved tours. In addition, the Tour Office will notify and coordinate with the DAD of the FBI Academy on all requests for tours and briefings related to instructional components. The SAC will review and approve/decline the use of FBI Academy instructional resources in tours and briefings.

(7) Additionally, it is requested that FBI employees who choose to escort family members around the FBI Academy buildings and training complex contact the Tour Office via e-mail requesting information regarding FBI Academy escort procedures.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2

(8) For further information on scheduling tours and/or briefings at the FBI Academy, please contact the Tour Office at

b2

SENSITIVE